# Certificate Levels I, II, III/AS - Business Information Professional 21-22
## Recommended Program Sequence

All courses with a + sign indicate a pre-requisite or co-requisite

GP

| Level I: Term 1 (Fall/Spring: Max. 19 units, 12-15 u. recommended) | Units | Level III: Term 4 (Fall/Spring: Max. 19 units, 12-15 u. recommended) | Units |
|---|---|---|---|
| BIP 100, Intro to Business Information Proffesional | 3 | BIP 124+, MS PowerPoint II | 1 |
| BIP 105, Computer Literacy | 1 | BIP 130+, Keyboarding III | 1 |
| BIP 106, MS Outlook | 1 | BIP 131+, MS Word III | 1 |
| BIP 110, Keyboarding I | 1 | BIP 132+, MS Excel III | 1 |
| BIP 111, MS Word I | 1 | BIP 133+, MS Access III | 1 |
| BIP 112, MS Excel I | 1 | BIP 150+, BIP Capstone | 3 |
| BIP 114, MS PowerPoint I | 1 | General Education Area D2 #COMM 101 | 3 |
| BIP 115, Practical Math for Business and Consumers | 3 | General Education Area C (Humanities) #MUSC 102 | 3 |
| General Education Area E (Additional Breadth) #HD 101 | 3 | | |
| # Recommended **Total** | **15** | **Total** | **14** |

| Level II: Term 2 (Fall/Spring: Max. 19 units, 12-15 u. recommended) | 3 | Term 5 (Fall/Spring: Max. 19 units, 12-15 units recommended) | Units |
|---|---|---|---|
| BIP 113, MS Access I | 1 | General Education Area A (Science) # BIOL 104 | 3 |
| BIP 120+, Keyboarding II | 1 | General Education Area B (Social Science) #POLS 101 | 3 |
| BIP 121+, MS Word II | 1 | General Education Area F (Diversity Studies) #BUS 212 | 3 |
| BIP 122+, MS Excel II | 1 | Electives #BIP 199 (1-8) | 4 |
| BIP 123+, MS Access II | 1 | | |
| BIP 125, Adobe Acrobat | 1 | **Total** | **13** |
| BIP 126, Workplace Communication | 3 | | |
| BIP 127+, Introduction to Accoutning with QuickBooks | 3 | **Graduate** | |
| Summer: Max. 15 units, 12 units recommended **Total** | **12** | | |

| Term 3 (Summer: Max. 15 units, 12 units recommended) | Units |
|---|---|
| General Education Area D1 (ENGLISH 101+) | 3 |
| Electives #MGT 101 | 3 |
| **Total** | **6** |

**Take Summer classes if needed to complete the program in a timely manner.**

**The state requires all students to have a Comprehensive Educational Plan. Make a counseling appointment as soon as enrollment is established on any term. Come by the Counseling Center or call. Online Counseling is available: https://www.avc.edu/studentservices/counseling**

| Level I Certificate of Achievement Quick Start: | Units |
|---|---|
| BIP 100, Introduction to Business Information Proffesional | 3 |
| BIP 105, Computer Literacy | 1 |
| BIP 106, MS Outlook | 1 |
| BIP 110, Keyboarding I | 1 |
| BIP 111, MS Word I | 1 |
| BIP 112, MS Excel I | 1 |
| BIP 114, MS PowerPoint I | 1 |
| BIP 115, Practical Math for Business and Consumers | 3 |
| **Units Required for the Certificate:** | **12** |

| Level II Certificate of Achievement: | Units |
|---|---|
| BIP 100, Introduction to Business Information Proffesional | 3 |
| BIP 113, MS Access I | 1 |
| BIP 115, Practical Math for Business and Consumers | 3 |
| BIP 120+, KeyBoarding II | 1 |
| BIP 121+, MS Word II | 1 |
| BIP 122+, MS Excel II | 1 |
| BIP 123+, MS Access II | 1 |
| BIP 125, Adobe Acrobat | 1 |
| BIP 126, Workplace Communication | 3 |
| BIP 127+, Introduction to Accounting | 3 |
| **Units Required for the Certificate:** | **18** |

| Level III Certificate of Achievement/Major: | Units |
|---|---|
| BIP 124+, MS PowerPoint II | 1 |
| BIP 131+, MS Word III | 1 |
| BIP 132+, MS Excel III | 1 |
| BIP 133+, MS Access III | 1 |
| BIP 130+, Keyboarding III | 1 |
| BIP 150+, Business Information Professional | 3 |
| **Units Required for the Certificate/Major:** | **8** |

| *other requirements for degree* | |
|---|---|
| General Education | 21-27 |
| Proficiency (See Proficiency Requirements) | * |
| Electives (Mostly BIP Pre-Requisites) | 25-31 |
| **Minimum Units Required for AS Degree** | **60** |

**Other Requirements:**
- Minimum grade of "C" required on each course
- Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate
- Refer to catalog or online website for course listings and descriptions

**AS General Education: At least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21**

**Area A Natural Sciences: (min. 3 units)**
ANTH 101, 101L
ASTR 101+, 101L+
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+,
CHEM 101+, 102+, 110+
ELTE 101
ERSC 101+
GEOG 101+, 101L+, 102, 102L+
GEOL 101+, 101L+, 102+, 102L+
PHYS 101, 102+, 110+, 120+, 211+
PSCI 101

**Area B Social & Behavioral Sciences: (min. 3 units)**
AJ 201, 204, 206
ANTH 102, 103, 112, 140
BUS 101
CFE 102
COMM 217+
DFST 105
ECON 100, 101+, 102+, 110
GEOG 105, 106, 110
HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119
POLS 101, 103, 200, 201+, 202+, 203+
PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
SOC 101, 105, 110, 111, 112, 115, 116, 120

**Area C Humanities: (min. 3 units)**
ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 145, 150, 163+, 170+, 210+, 213+
CHIN 101, 102+, 201+, 202+
COMM 103, 112, 114, 214+
DA 101
DFST 101, 102+, 105, 106, 201+, 202+
ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 253+, 256+, 257+, 259+, 265+, 279+

FREN 101, 102+, 201+, 202+, 203+

FTV 101, 103, 107, 108, 201, 203, 241, 251, 261

GER 101, 102+, 201+, 202+

HIST 115

ID 150, 201 (ID courses no longer offered 20-21)

LATN 101, 102+, 201+

MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+, 253A+, 253B+

MUSC 102, 103, 107, 108

PHIL 105, 106, 108, 109

PHOT 107

PHTC 101, 150+, 201+

SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+

THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+, 118A+, 118B+, 121A, 121B, 130, 133, 225+, 239

## Area D Language & Rationality: (min. 3 units from (1) and 3 units from (2))

1. *Academic Composition:* Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

  ENGL 101+

2. *Communication and Analytical Thinking*

  BUS 113+

  CA 103

  CIS 101, 111, 141, 157, 161

  COMM 101, 103, 107, 109, 112, 114, 115, 217+, 219+

  ENGL 102+, 103+

  GEOG 201, 205

  MATH 102+, 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+ 150+, 160+, 220+, 230+, 250+

  PHIL 101, 106, 110, 201+

## Area E - Additional Breadth: (min. 3 units)

From areas A**, B**, C**, D2,** or

| | |
|---|---|
| CFE 102 | LIB 107, 110 |
| COMM 103, 107, 219+ | MUSC 108 |
| DFST 105 | NF 100, 102, 103, 110, 150 |
| HD 100, 101, 102, 103, 105 | PSY 212 |
| HE 101, 120, 201 | SOC 111, 116 |

ID 100, 120 (ID courses no longer offered 20-21)

KINT 100

Any DA activity course(s) from DA102-205, except DA 107A-C, 108, 109, and 111. Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience.

** Courses must be taken from a discipline not previously selected.

## Area F Diversity Studies: (min. 3 units)

| | |
|---|---|
| ANTH 102, 112 | FTV 201, 203 |
| BUS 212 | HE 201+ |
| CFE 116+ | HIST 110, 111, 113 |
| COMM 114, 217+, 219+ | MUSC 107, 108 |
| DFST 105, 106 | POLS 202+ |
| ECON 110 | SOC 105, 110, 116 |
| ENGL 250+, 253+, 256+, 257+, 259+ | THA 239 |

*Advisory* : A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

*Prerequisite* : A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. A student must complete a course prerequisite with a satisfactory grade of A, B, C or P (pass).

*Corequisite* : A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated co-requisite.

## Proficiency Requirements

Proficiency requirements exist for the areas of Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. WRITING

be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

B. MATHEMATICS

  Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

*Fulfilling proficiencies* will not require any extra units if the competencies are demonstrated by including the required courses in the general education, or major requirements, or by satisfying the reading proficiency through AVC's policy.

**Electives:** The remaining number of units (up to a minimum of 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective. Any course with a designation of "AVC" at the end of a course description can be used

**Grade Point Average Requirement:** An overall grade point average of 2.0 ("C" average) is required.

**Double Counting:** While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

• **Residency**: Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000:http://ccr.oal.ca.gov

**Requirements for Two or More Associate Degrees:** To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

**Transfer:** Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center or the Counseling Center and consult with a counselor as soon as possible to develop a plan of studies. Additional preparation for the major information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

The "**Catalog Rights Policy**" sets forth the criteria used for determining the degree requirements under which students may graduate. Please refer to the AVC Catalog for a detailed description or consult with a counselor.